

**ROLE DESCRIPTION – DIRECTOR OF CAMPUS**

**PURPOSE OF THE POSITION**

The primary purpose of the Director of Campus is the holistic development and welfare of students in their area of leadership.

**STATEMENT OF RESPONSIBILITY**

The Director of Campus will provide support to Leadership Team members and work collaboratively with other Middle Leaders to articulate and bring to life the College’s Vision and Missions.

The leadership and direction provided by the Director of Campus will be consistent with the Emmaus ethos, Emmaus Vision and Mission statements, the Catholic Education Diocese of Rockhampton Charter; Catholic Education Mission Statement; Catholic teachings, principles and values; Catholic Education policies and practices; Strategic Directions; Learning Framework; and Diocesan policies and directives.

**LEADERSHIP REQUIREMENTS**

All members of the College Middle Leadership team have responsibility for Catholic leadership and so will –

* Strive to act in a manner which gives authentic witness to the message of the gospels.
* Speak and act as one of the spiritual, pastoral and educational leaders of the college.
* Reflect on and act in support of the aims of Catholic Education, and in particular the Emmaus Vision and Mission Statements.

As members of a Catholic community of learners, the Director of Campus will -

* be committed to the religious and spiritual enrichment of the college
* sustain and participate in a culture of ongoing growth and depth of learning
* promote excellent academic programs including intellectual challenge
* provide care for students and staff members within their leadership area
* exhibit high level of empathy and interpersonal skills
* engage in ongoing spiritual formation
* engage in ongoing professional formation

**Duty Statement**

The Director of Campus will:

* provide leadership and support to the campus middle leadership team in all matters pertaining to the care, good order, welfare, safety, academic progress and development of students
* provide pastoral support to students and teachers
* ensure the implementation of data analysis to assist student progress
* work with the Deputy Principals on Child Protection matters
* conduct spiritually focussed sessions in retreat programs
* be a member of the RTP core team
* coordinate and actively contribute to campus leadership meetings
* ensure effective student leadership
* promote and ensure the implementation of the Harassment policy of the college
* facilitate effective communication with parents, either directly or through other staff
* oversee daily administration and general operation of the campus
* administer changes to campus daily routine, including organisation of facilities and equipment brought about by special events
* Support and assist in the provision and maintenance of facilities including classroom furniture.
* Each of the two Directors of Campus has specific responsibilities as follows:
* Director of Middle Campus:
* completing subject changes for middle school students
* assisting in administration of NAPLAN and progressive, cognitive and similar testing
* Director of Senior Campus:
* oversee the preparation of students for the QCS test
* monitoring QCE and OP eligibility of students with appropriate liaising with parents
* ensuring maintenance of SET plans for Yr 10, 11 and 12 students
* completing subject changes for Yr 10,11 & 12 students